



Quarterly Call

Department of the Navy Awards Review Panel Support Staff/Incentive Awards Program Information

WINTER/SPRING ISSUE

Found online at <http://www.donhr.navy.mil>

Calendar Year 2000

ANNUAL SCHEDULE FOR AWARDS NOMINATIONS SUBMITTED TO THE DARP VIA ODASN(CP/EEO) DP6

<u>Date to Sponsor</u>	<u>Date to DP6</u>	<u>Award Title</u>
1 Apr	1 Mar	Eugene G. Fubini Award (DOD)
1 Apr	1 Mar	William A. Jump Memorial Award
12 May	13 Apr	DOD Distinguished Civilian Service Award
***	***	Senior Executives Association/Professional Development League "Executive Excellence Awards"
1 Aug	1 Jun	Outstanding DON Employee with Disabilities
1 Sep	1 Aug	GEICO Public Service Awards
1 Nov	1 Oct	Federal Executive Institute Alumni Association "Executive of the Year Award"
8 Dec	9 Nov	Roger W. Jones Award for Executive Leadership
7 Jan	1 Dec	Joint Financial Management Improvement Program "Donald L. Scantlebury Award"
15 Jan	1 Dec	Women in Science and Engineering (WISE) Awards
19 Feb	29 Jan	Arthur S. Flemming Award

Department of the Navy Awards Review Panel (DARP) support staff in the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) (DP6) by the date listed above to allow time for DARP review, preparation and signature of nomination transmittal documents, and submission in time to meet the deadline date(s) established by the respective sponsors. Use last year's background information and brochures if necessary, as there are seldom major changes in either the format or the criteria of these awards from year to year.

Award announcements included in this issue...

- ✓ **EUGENE G. FUBINI AWARD (DOD)**
- ✓ **WILLIAM A. JUMP MEMORIAL AWARD**
- ✓ **DOD DISTINGUISHED CIVILIAN SERVICE AWARD**

Read OPM's Workforce Performance Bulletin at <http://www.opm.gov/perform>

***EUGENE G. FUBINI AWARD
FOR
OUTSTANDING CONTRIBUTION TO THE DOD
IN AN ADVISORY CAPACITY***

The Eugene G. Fubini Award is established to recognize, on an annual basis, an individual from the private sector who has made a highly significant contribution to the Department of Defense (DOD) in an advisory capacity.

Eligibility:

1. Nominations will be for an individual who has contributed significantly to the mission of the DOD through his or her exemplary advice and counsel on issues of major importance to the DOD and the Secretary of Defense.
2. Nominations must be endorsed by the Secretary of the Navy.
3. The award will be granted for contributions made or completed within the preceding 12 months.

Nomination Procedure: Send nominations, original and 10 copies, with Echelon 2 endorsements to:

Department of the Awards Review Panel (DARP)
Office of the Deputy Assistant Secretary of the Navy (DP-6)
Nebraska Avenue Complex
321 Somers Court NW, Suite 40101
Washington, DC 20393-5441

Not later than **1 March 2000**.

Each nomination should include the following information:

- * Name and position title of individual(s) nominated;
- * Name of individual's organization (group title, office title, activity, location) and point of contact;
- * Summary describing the accomplishment(s) normally not to exceed two pages, but may be accompanied by supporting information, i.e., charts, statistical data, etc. The summary should address all the criteria listed below.

Criteria for Nominations:

Nominees will have contributed recommendations relating to ideas, methods, or processes, which reflect exemplary science or technical advice across the broad spectrum of the DoD mission.

Innovations are expected to meet the needs of the war fighting and peacekeeping communities faster, better, and cheaper; improve the acquisition system; and/or strengthen the commercial and defense industrial base. Consideration should be given to such elements as the extent to which the nominee's advice and/or recommendations will:

1. Improve combat capability;
2. Shorten weapon system lead times;
3. Simplify the process.

William A. Jump Meritorious Award For Exemplary Achievement in Public Administration

This award is presented in recognition of outstanding service in administration and notable contributions to the efficiency and quality of the public service. It was established in 1950 in honor of the late William A. Jump, Budget and Finance Officer of the U.S. Department of Agriculture, recognized throughout the Federal government and nationally, for his leadership and distinguished contributions to effective public administration. It is supported through private contributions. The public recognition provided by the Award should be an encouragement to young people for increased interest, growth, development and high level performance of work in public administration, and reflects quality as well as integrity. The award includes a golden key and certificate of merit.

- **Criteria.** The nominee must be a civilian career employee of the Federal government who has not reached their 37th birthday, as of December 31, 1999. Work performance of the employee over a considerable period of time (no less than five years) in either a line or staff position, must demonstrate:
 - Unusual competence and interest in any area of public administration;
 - Leadership shown in the direction or development of programs;
 - Creativity and resourcefulness;
 - Close adherence to the basic principles of enlightened public service;
 - Integrity;
 - Dedication to duty.
- **Nomination procedure.** Original and 10 copies of nomination package must be received by ODASN (DP-6) no later than **1 April 2000**. Exhibit material such as copies of publications may be attached, but all of the basic information requested below should be included in the nomination letter. Only one complete set of exhibits and publications need be submitted. Information should be single spaced, with new subject paragraphs double spaced and numbered to correspond with the following:
 - Name, title, grade, phone numbers, and salary of nominee; Bureau and Department or agency; Date of birth; Home address; Educational background and awards or commendations received during nominee's Federal government employment. Include college names, addresses, and nominee's maiden name, if appropriate, for alumni office notification.
 - Give a brief description of nominee's present grade, duties, responsibilities (for example, June 1989-present), including the scope of his/her work, the size and nature of staff directly supervised by the nominee (for example, 12 engineers, 3 lawyers, 2 clerical, etc.)
 - Give a brief chronological outline of past employment, indicating grade and scope of duties and responsibilities (for example, July 1989-June 1992 – Directed a research project of agricultural reform with 24 subordinates).
 - Give a brief statement with 2 or 3 examples of specific accomplishments and contributions together with comments which illustrate each of the eligibility criteria, i.e. unusual competence and interest, leadership qualities, creativity and resourcefulness, adherence to basic principles of enlightened public service, integrity, and dedication to duty. Community service may also be addressed.
 - Submit wording of a proposed citation to be included on the award certificate.

Award Nominations That May be Submitted At Any Time During the Year

Command level awards administrators are reminded that nominations for the awards listed below must be reviewed by the Department of the Navy Awards Review Panel (DARP). These award nominations may be submitted *at any time* during the year. It is recommended that outstanding individuals who qualify for any of these awards be nominated as soon as possible after they become eligible. Please remind your local award review board and reviewing officials that these are not retirement or end of tour awards. Help your command be proactive in recognizing deserving employees at the time of their outstanding accomplishment. Recognizing success helps other employees succeed by providing positive examples and role models.

- ◆ DON DISTINGUISHED CIVILIAN SERVICE AWARD (DCSA)
- ◆ DON DISTINGUISHED PUBLIC SERVICE AWARD (DPSA)
- ◆ DON DISTINGUISHED ACHIEVEMENT IN SCIENCE AWARD (DASA)
- ◆ DON SUPERIOR PUBLIC SERVICE AWARD (SPSA) (only if SECNAV signature is being requested; if not, DARP review is NOT required)
- ◆ INVENTION AWARDS (over \$7,500 per individual)
- ◆ PATENT AWARDS (over \$7,500 per individual)
- ◆ SPECIAL ACT/SERVICE AWARDS (over \$7,500 per individual)
- ◆ SUGGESTION AWARDS (over \$7,500 per individual)
- ◆ MILITARY CASH AWARDS PROGRAM
- ◆ (MILCAP) (over \$7,500 per individual)

- ◆ DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD
- ◆ SECRETARY OF DEFENSE MERITORIOUS CIVILIAN SERVICE AWARD
- ◆ DOD DISTINGUISHED PUBLIC SERVICE AWARD
- ◆ SECRETARY OF DEFENSE AWARD FOR OUTSTANDING PUBLIC SERVICE
- ◆ PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE
- ◆ PRESIDENTIAL MEDAL OF FREEDOM
- ◆ PRESIDENTIAL CITIZEN'S MEDAL
- ◆ NATIONAL SECURITY MEDAL

Submitting Nominations To The DARP



Any award nomination that requires DARP review and recommendation, should be addressed to the Secretary of the Navy, **via** the Department of the Navy Awards Review Panel, and forwarded to:

DARP Executive Secretary
Office of the Deputy Assistant
Secretary of the Navy (CP/EEO)
(Code DP6)

Nebraska Avenue Complex
321 Somers Court NW, Suite 40101
Washington, DC 20393-5451

~~~~~Please note our new address~~~~~

Original and TEN copies of the nomination package are required. Also, it is extremely helpful if the citation is provided on disk or sent to Judge Talbot as an e-mail attachment (talbot.judge

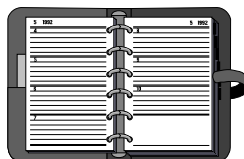
@hq.navy.mil).

Activities nominating personnel for the Distinguished Civilian Service Award and Distinguished Public Service Award *must* send the package via their echelon 1 or 2 command for *favorable* endorsement. All endorsement letters **MUST** contain the name of the individual(s) being nominated and favorably concur in the nomination of the award at the requested level.

From time to time there are questions regarding an award nomination. Providing a point of contact's name and phone number is essential to gaining information about the award. Also, if your command wishes to present the award on a particular date, provide that information. There is no guarantee that it can be met, and a ceremony *should not be scheduled prior award approval*, however, every effort will be made to give the award particular attention.

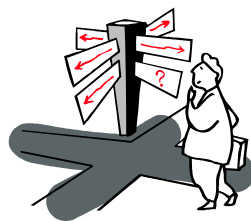
DARP meetings are held sporadically whenever there are a sufficient number of awards for review to justify calling the nine Senior Executives on the DARP together. The DARP support staff provides each member of the DARP with copies of all nominations approximately one week before each meeting. This is done to ensure that all DARP members have time to carefully review the nominations *before* the meeting. Awards coordinators are welcome to call the DARP support staff at any time to determine the date of the next meeting. Contacts and their phone numbers are listed below.

## DARP Meeting Schedule



The next DARP meeting will be scheduled on **17 March 2000** to review the nominations for the Eugene G. Fubini Award, William A. Jump Memorial Award, and any other award nominations.

There should also be a DARP meeting on 20 April, 15 June, 17 August, 12 October, and 30 November. Check with the ODASN DP6 personnel if you are planning to send a nomination package for any of these DARP meetings.



## Awards Contacts List

Please keep the following list handy to consult when you have questions regarding major awards:

### Navy policy on incentive and performance awards

Ms. Ann Marie Khinoo  
ODASN(CP/EEO)DP2  
Program Development and Direction Division  
(202) 764-0752 DSN 764-0752  
E-mail: [Khinoo.annmarie@hq.navy.mil](mailto:Khinoo.annmarie@hq.navy.mil)

### Navy Suggestion Program Coordinator

Ms. Danita Bearden  
ODASN(CP/EEO)DP2  
Program Development and Direction Division  
(202) 764-0750 DSN 764-0750  
E-mail: [bearden.danita@hq.navy.mil](mailto:bearden.danita@hq.navy.mil)

### Major Navy awards and outside awards requiring DARP review

Mrs. Judy Talbot ODASN(CP/EEO)DP6  
Executive Personnel & Leadership Development Division  
(202) 764-0636/0771 DSN 764-0636  
FAX (202) 764-0588/0565  
E-mail: [talbot.judye@hq.navy.mil](mailto:talbot.judye@hq.navy.mil)



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### Awards Coordinators (Echelon I & II)

JoAnn Eul, CNO, (703) 695-8784  
Ruchar Webb, Marine Corps, (703) 784-9381  
Maria Gay, NAVSEA, (703) 607-1402  
Helen Henderson, NAVSEA, (703) 602-3830  
Joy Bird, NAVFAC, (202) 685-9103  
Joyce St. Clair, SPAWAR, (619) 537-0219  
Amanda Pezzotti, NAVSUP, (717) 605-1818  
Kay Johnson, CINCLANTFLT, (757) 564-6444  
Lori Jackson, CINCPACFLT, (808) 471-4872  
Donna Perrie, NAVAIR, (301) 342-6873



### Department of Defense Distinguished Civilian Service Award

Although the formal call for nominations has not been received yet from OSD, you should still plan on submitting command nominations to the DARP by **13 April 2000**. Nominations should be addressed to the DARP.

The DOD DCSA is the highest award given by the Secretary of Defense to career employees. It is presented in an annual ceremony to a small number of DOD civilian employees whose careers reflect exceptional devotion to duty and extremely significant contributions of broad scope to the efficiency, economy, or other improvement in the operation of DOD. Please ensure that only individuals are nominated who have made a truly outstanding contribution to the DOD-wide mission in 1999.

Nominees should have previously received the Navy DCSA. Career employees at any level may be nominated. Seven photographs must be submitted for each nominee and 5x7 glossy prints are preferred. Award format is provided elsewhere in this Quarterly Call.

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## Presentation of Awards

The Superior can be approved at Echelon II level and Meritorious level awards can be approved at the activity level by the Commanding Officer. Awards coordinators are reminded that when the medals are presented, the person's name should be engraved on the medal. This is done to personalize the award and ensure that the honor due remains with that person. All awards presented by the Secretary of the Navy are engraved.

There are also standardization rules to remember when completing award certificates at the Superior and Meritorious levels. Names are always printed full first name, middle initial, and last name. Honorary titles such as Dr. or Professor are not usually included, however, military titles (including retired status) and Jr., II or III are included. Citations, which are included on Superior and Meritorious Public Service certificates, are always in the "third" person (he/she). The term "United States Naval Service" is not used in civilian citations, rather "Department of the Navy" is used.

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## Certificate and Medal Set Ordering Information

**Available in the stock system:** check out the online forms website at  
<http://forms.daps.mil/order/index.cfm>

- ✓ **Career Service Certificates**, stock number: 0104-LF-002-9500
- ✓ **Certificates of Retirement**, stock number: 0104-LF-002-9600
- ✓ **Meritorious Civilian Service Award Certificate**, NAVSO-12450/38, 0104-LF-004-5000
- ✓ **Meritorious Public Service Award**

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**Certificate**, NAVSO 5061/4 (Rev 7-99),  
0104-LF-981-8200

- ✓ **Superior Public Service Award**  
**Certificate**, NAVSO 5061/6 (Rev 7-99),  
0104-LF-981-9400
- ✓ **Superior Civilian Service Award**  
**Certificate**, NAVSO-12450/37, 0104-LF-  
000-7200
- ✓ **DON Meritorious Civilian Service**  
**Medal**, stock number: 8455-010890015
- ✓ **DON Superior Civilian Service Medal**,  
stock number: 8455-004029724

Dies and hubs for the Public Service Medals are being designed and procured with the help of The Institute of Heraldry. Once this is finished the Superior Public Service and Meritorious Service medal sets should be available in the supply system at a lesser cost. Remember if you receive poor quality medal sets, please send the DP-6 staff an e-mail about this. We want our medal quality to reflect the honor associated.



## National Capital Area Chapter of the American Society for Public Administration Awards

The National Capital Area Chapter is requesting nominations for three awards. If your command would like to nominate an individual or group for any of them, forward nominations **directly** to S. Benowitz, 8328 Weller Avenue, McLean, VA 22102; fax (301)402-0345; or e-mail [SB23k@nih.gov](mailto:SB23k@nih.gov) by 2 March 2000. *Questions regarding criteria or submissions should be addressed directly to Mr. Benowitz.*

**The President's Award for Outstanding Public Service** is presented to one or more individuals in recognition of recent or longer-term contributions

to the field of public administration. Nominees who have made innovative contributions in policy or management, through action or scholarly research are sought. *Eligible candidates include practitioners and academics, either in career or non-career positions, in federal, state or local levels of government or in academia.*

**Elmer B. Staats Award for Accountability in Government** is given to individuals or organizations in any sector of government or academia excelling in studies or analyses of the effectiveness of governmental programs. Criteria include the innovative nature of the studies, their scope and impact, and recognition of their importance by peers in the field.

**NCAC/Government Executive Magazine Leadership Award** honors an individual for leadership during a career in federal service. Leadership in achieving public policy is one important criterion. Other criteria that can be considered are leadership in breaking down barriers between political appointees and career executives and between executive and legislative branches, and for improving the public's regard for government.

**Nomination Procedures:** Award recipients will be selected by NCAC's Awards Committee. Commands may nominate as many individuals as you wish for each award. Nominations should be limited to two pages, and address the award criteria. A biography or resume must accompany the nomination.

Nominations must include the following information: (1) name of the award for which the individual is nominated; (2) nominee's name, title, agency or organization, home and work addresses and phone numbers; (3) the nominator's name, title, organization, address and phone number; (4) a brief description of the individual's accomplishments as they relate to the award criteria.

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## Awards Approved By DARP Since The Last "Quarterly Call"

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### DOD Distinguished Civilian Service Awards

**Dr. Fred Saalfeld**, Technical Director, Office of Naval Research and **Mr. William Ryzewic**, Deputy Director, Fleet Maintenance, Commander in Chief, U.S. Pacific Fleet, honored at the DOD ceremony on 4 November 1999.

### Outstanding Navy Employee with Disabilities

**Ms. Linda A. Higgins**, Social Science Program Specialist at Naval Weapons Station Earle, Colt's Neck, NJ, honored at the Navy ceremony and OSD ceremony on 13 October 1999.

### Women in Science and Engineering Award for Scientific Achievement

Nomination of **Dr. Elizabeth A. Dobisz**, Electronics Engineer at the Naval Research Laboratory, Washington, D.C., was forwarded to the WISE committee from Department of the Navy.

### Federal Executive Institute Alumni Association "Federal Executive of the Year" (nominations sent outside Navy)

**Mr. Charles Giacchi**, Naval Surface Warfare Center, Pt. Hueneme, and **Dr. John R. Short**, Naval Undersea Warfare Center, Newport, RI.

### Roger W. Jones Award for Executive Leadership 2000 (nominations sent outside Navy)

**Mr. Larry M. Glasco**, Naval Supply Systems Command, and **Mr. Charles Nemfakos**, Office of the Under Secretary of the Navy.

### Award of Merit for Group Achievement

Naval Academy Sailing Squadron, volunteer organization, Annapolis, MD.

### Distinguished Civilian Service Award

**Mr. Timothy Douglass**, Program Executive Officer for Undersea Warfare, nominated by ASN(RD&A);

**Mr. Louis Frattarelli**, Supervisor of Shipbuilding, Conversion and Repair, USN, Groton, CT, nominated by NAVSEA.

**Mr. Robert Kittredge**, Naval Undersea Warfare Center, Newport, RI, nominated by NAVSEA.

### Distinguished Public Service Award

**Mr. Jerry Jarrell**, Director, Tropical Prediction Center (TPC)/National Hurricane Center, nominated by NAVMETOCCOM

### Distinguished Public Service Award – SECNAV Directed

**Mr. Tom Hanks**, private citizen, nominated by Under Secretary of the Navy

**Mrs. Margaret Luecke**, private citizen, nominated by CINCLANTFLT

**Mr. Steven Spielberg**, private citizen, nominated by Under Secretary of the Navy

PRODUCED BY THE  
DEPARTMENT OF THE NAVY AWARDS  
REVIEW PANEL SUPPORT STAFF

Address correspondence to:  
OFFICE OF THE DEPUTY ASSISTANT  
SECRETARY OF THE NAVY (CP/EEO)  
EXECUTIVE PERSONNEL & LEADERSHIP  
DEVELOPMENT DIVISION (DP6)  
Nebraska Avenue Complex  
321 Somers Court NW, Suite 40101  
Washington, DC 20393-5451  
(202) 764-0771



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## Format for DOD Distinguished Civilian Service Award

*Follow the format outlined below, beginning each of the major sections (I, II, etc.) on a new page.*

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Nomination of *Name*  
for the  
Department of Defense  
Distinguished Civilian Service Award

### **I. Biographical Data**

#### **A. General Information**

Name  
Date of Birth  
Title and Grade  
Organization and Location  
Service Computation Date  
Length of Time with DOD

#### **B. Education**

Year  
Degree  
School  
Major Field

#### **C. Significant Employment** (list in reverse chronological order beginning with present position)

#### **D. Significant Prior Awards** (list in reverse chronological order beginning with most recent award received)

#### **E. Significant Publications** during past 10 years (list in reverse chronological order beginning with the most recent publication)

#### **F. Current Membership** in professional or scientific societies, civic organizations, etc.

#### **G. Other Significant Biographical Data** pertinent to the award nomination.

### **II. Basis for Nomination** (not to exceed 3 pages, single spaced)

#### **A. Summary of Achievement**

#### **B. Additional facts** and consideration pertinent to the nomination (include examples of personal qualities of the nominee which made the achievement possible, if these qualities were not adequately described in the summary of achievement)

### **III. Citation**

Prepare a double spaced proposed citation for the signature of the Secretary of Defense containing no more than 120 words and highlighting the significance of the individual's achievements.

### **IV. Synopsis**

#### **A. General Information**

Name  
Title and grade  
Field of specialization  
Organization

#### **B. Education**

#### **C. Highest Previous Award** and date

#### **D. Basis for Nomination** (summarize in 300 words or less)

### **V. Photograph of Nominee**

Seven photographs should be submitted for each nominee. Xerox copies are acceptable if seven photographs are not available.